



Department of Energy

Washington, DC 20585

August 13, 2002

MEMORANDUM FOR DISTRIBUTION

FROM:

HELEN O. SHERMAN, DIRECTOR
OFFICE OF FINANCE AND ACCOUNTING POLICY

Helen O. Sherman

SUBJECT:

STANDARD GENERAL LEDGER ACCOUNTING
CHANGES

Implementation of the Standard General Ledger (SGL) in the Departmental Integrated Standardized Core Accounting System (DISCAS) is on the critical path to successfully implement the Phoenix financial management system. Data currently within DISCAS and the Management Analysis and Reporting System (MARS) is maintained in a balance sheet code (BSC) format and is translated to SGL using a crosswalk in MARS. Earlier this year, an SGL team was established to facilitate the Department's transition to utilizing the SGL at the transaction level in DISCAS. The SGL team has made significant progress in expanding/improving the DISCAS-SGL pilot effort initiated by the Oak Ridge Financial Service Center last year. Attachment A is the current action plan related to the DISCAS-SGL implementation. The SGL team is also tasked with reviewing the current SGL crosswalk, ensuring the Department is using SGL as intended, keeping the existing accounting and reporting systems (DISCAS and MARS) crosswalks in sync, and assisting in the orderly transition to the new system.

The SGL team has developed requirements identified in Attachment B, which must be implemented to continue the transition from BSC to SGL. These requirements will impact both integrated contractor and field office data. Until the transition to SGL is complete, there will be no changes in the MARS data submission file structure, and data will continue to be submitted in BSC format. Integrated contractors should be made aware that, although additional data may be required on their monthly feeds, their feeds will continue to use the existing BSC codes and file format, and their data will be crosswalked to SGL by the responsible DOE field office. All integrated contractors will be transitioned to SGL during the same time frame after the successful implementation of the Phoenix system. The requirements detailed in Attachment B should be implemented beginning October 1, 2002. Opening balance adjustments should be made with the December 2002 data submission due in January 2003. Earlier submission of this new data is encouraged but not required.

The change from BSC to SGL will require everyone to make major adjustments to their recording and reporting of the Department's financial data. There will be additional changes to requirements issued as the SGL project moves forward and the Phoenix



project moves closer to final implementation. We will make every attempt to keep you informed of all changes impacting your systems and integrated contractors. Your patience and input are welcome during this time of transition.

If you have any questions regarding these changes, please contact Lauren Rippeon at (301) 903-3634.

Attachment

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SGL PROJECT – 7/26/2002				Attachment A
(SGL Conversion Schedule for the MARS/DISCAS Systems)				
<u>Event</u>	<u>Completion Date</u>	<u>Status</u>	<u>Org</u>	<u>POC(s)</u>
Finalize Standard General Ledger (SGL) Implementation Plan	March 15, 2002	Completed March 15, 2002 SGL plan is being incorporated into the overall Phoenix project plan	ME-12	Rippeon/Huffer/Loyd
Develop Reports and Identify Differences Between DISCAS and MARS Crosswalks	April 30, 2002	Completed April 30, 2002	ME-12	Rippeon
Review current SGL crosswalks, conversions and Maps for accuracy and compliance with SGL accounting (Review 1)	April 30, 2002	Completed May 24, 2002	ME-12	Rippeon
Complete Identification of Undelivered Order Out of Balances	May 31, 2002	Completed May 21, 2002	ME-12	Rippeon
Complete Initial Review of SGL DISCAS/MARS Out of Balances and Request Programming Corrections (Review 1)	May 31, 2002	Completed June 30, 2002	ME-12	Rippeon
Complete Programming of Changes Identified in (Review 1)	July 31, 2002	Programming is underway	ME-13	Wilson/Lorah
Complete Programming of Undelivered Order Changes	July 31, 2002	Programming is underway	ME-13	Wilson

<u>Event</u>	<u>Completion Date</u>	<u>Status</u>	<u>Org</u>	<u>POC(s)</u>
Review corrections to programs from review 1 and undelivered order changes	August 15, 2002	Ongoing as changes are made to programs and released	ME-12	Rippeon
Review current SGL accounting and MARS/DISCAS out of balances and recommend corrections (Review 2)	August 31, 2002	Will begin upon completion and acceptance of changes from review 1	ME-12	Rippeon
Obtain approval for changes recommended in Review 2	September 6, 2002		ME-12	Loyd
Program changes from review 2	September 20, 2002	Date is contingent on approval	ME-13	Wilson/Lorah
Test Changes to SGL Accounting and Crosswalk made in review 2	September 30, 2002	Date is contingent on completion of programming	ME-12	Rippeon
Review current SGL accounting and MARS/DISCAS out of balances and recommend corrections to include new year SGL changes (Review 3)	October 15, 2002		ME-12	Rippeon
Obtain approval for recommended changes	October 25, 2002		ME-12	Loyd
Program Changes	November 8, 2002	Date is contingent on approval	ME-13	Wilson/Lorah
Test changes and ensure all differences between DISCAS and MARS are corrected	November 30, 2002	Date is contingent on completion of programming	ME-12 ME-13	Rippeon/Wilson/ Lorah

<u>Event</u>	<u>Completion Date</u>	<u>Status</u>	<u>Org</u>	<u>POC(s)</u>
Test Integrated Contractor Data changes and ensure they are crosswalked correctly	November 30, 2002		ME-12	Rippeon
Complete Development of SGL Edits	November 30, 2002	Ongoing Edits will be implemented as they are developed	ME-12 ME-13	Rippeon/Wilson
Complete final testing and implement all SGL edits	December 20, 2002		ME-12 ME-13	Rippeon/Wilson
Receive SGL Data Transmission from all DISCAS Sites and Test Loading into MARS and ensure data validity	December 31, 2002		ME-12	Rippeon/Wilson/ Lorah
Implement Standard General Ledger (SGL) transmissions from DISCAS to MARS Integrated Contractors will continue to submit data in the BSC format until the new Phoenix system is operational	March 31, 2002	Implementation Date is contingent on timely completion of previous tasks	ME-10	Loyd/Huffer/ Rippeon
Continue development of addition level of detail required from integrated contractors to successfully implement Phoenix. One example would include changes to non fund accounting and the breakout of	Continuous		ME-12	Rippeon

Fund Type 51				
Continue work to eliminate BSC completely from DISCAS	TBD	Date is contingent on Phoenix implementation date	ME-12 ME-13	Rippeon/Wilson/ Lorah

REQUIRED ACCOUNTING CHANGES

Changes 1-6 apply to both field offices and integrated contractors.

1. Balance sheet codes 1151, 1135, 1138, 1140, 118X, 1221, 1811 and 1812 must now be reported with the same level of detail as the 813x accounts (Budget and Reporting Code (B&R), Program Task, Budget Ref, Local Project, Object Class, Cost Center, Order Num). The data being added will be used to generate SGL budgetary accounts, which can be tied back to the detailed data used in the obligation. A summary class code (SCC) of 17, 18, 19, 20, 21, or 23 must be recorded on these accounts when an advance is issued. Opening balance adjustments, adding the required level of detail to these accounts, are required from both integrated contractors and field offices.
2. Balance sheet codes 391x and 8132 accounts with a B&R of 40, 60, 65, or ZN and fund type = 1x, 2x, 3x, or 58 must now contain a reimbursable work order number. The order number will be used in the loading of Phoenix data as well as tracking of reimbursable work funding. Opening balance adjustments are needed from both integrated contractors and field offices to supply the order number on the 391x opening balances.
3. All collections to the 391x account must contain a summary class code of 19 or 21 when fund type=1x, 2x, 3x, VE, or 58. Standard map codes affected by this change must also be updated. This data will be used to generate the proper SGL budgetary accounts. New edits will be established which read:

Account code = 481x, 391x and Fund Type = 1x, 2x, 3x, VE and SCC = 19, 21 must balance by fund type within reporting organization.

4. Collections to Balance Sheet Code 144x must be recorded with SCC 19 or 21. SCC 97 is no longer valid for use with these accounts. In addition, reimbursable work non-OFA transactions in BSC 1442 and 1443 in fund types 1x, 2x, and 58 (1442 and 1443 associated with B&R ZN1910010 and ZN1910020 FAC revenue) must contain the order number. This includes opening balances, receivable establishment, and collections.
5. Current cost capitalized (SCC=61 in account 231x) must be recorded with the same level of cost detail, excluding object class code, carried on the other

transactions in account 231x. This requirement for all non-fund fund types is necessary to crosswalk BSC 231x detail into SGL. A new edit will be established:

If fund type = 5x, account code = 231x, and summary class = 61, the B&R and Budget Ref cannot be blank.

6. In fund type 51, all records must contain a B&R. In SGL accounting, there are no “non-fund” fund types. (Other 5x funds tie back to one appropriation such as 57 with WD and 5E with VE. Fund 54 may be an exception, it will be reviewed at a later date.) The B&R will be used to crosswalk back to the parent appropriation for financial statement reporting. Requirements for account codes 231x, 813x, 9951, and 9952 currently recorded with a B&R remain unchanged. Current cost capitalized in fund 51 (SCC 61 in accounts 231x and 8133) must be recorded with the same level of cost detail carried on the funded 8133 account (see change 5 above). When a B&R of YN or ZN is used, the source document field must reflect a prefix of USE followed by the two digit funded fund type associated with the YN or ZN transaction. The records in all other account codes must have at least one valid or predominant B&R per each parent appropriation, to be chosen by the site/contractor. Use of multiple B&Rs within the parent appropriation is not required, but will be allowed. In addition to assisting in the development of financial statements, this data will be used when converting and loading data into Phoenix.

Opening balance adjustments will be required to add the B&R detail to all SCC OB accounts. All property, plant, inventory, and equipment OBs should be assigned to the fund type that currently owns the assets.

New edits will be established to enforce this requirement. These edits, which will be run separately for current year and opening balance summary class codes, are as follows:

- a. If fund type = 51 then B&R cannot be blank
- b. If fund type = 51 and B&R = YN, ZN then source doc must = USExx (xx being the funded fund type)
- c. If fund type = 51 and the B&R is not YN, ZN, the edit will extract the B&R from the record, look at the B&R fund type table and obtain the parent appropriation fund type (e.g., TC for most B&Rs beginning with DP). For records with B&R = YN, ZN, the edit will retrieve the fund type from the source doc field. All parent appropriation fund types will be summed and must net to zero. During implementation this edit will be run monthly but only enforced at year-end.

Changes 7 and 8 do not apply to integrated contractors. The changes will be handled by additional information hard coded in the standard map codes. Opening balance adjustments require manual entries.

7. A source document number is now required on 144A, 8134, and 8135 accounts recording transactions for penalties, interest, and administrative fees. TRF891099 should be used for interest and TRF891435 for penalties and administrative fees. Opening balances should be made to detail SCC OB balances in the 144A account by source document.
8. Cost level detail and new status codes must be added to standard map codes affecting the refund receivable and bad debt 143x and 153x accounts. For all map code lines containing 143x and 153x accounts, the following logic will be used:
 - a. Establish refund with 8132 account
use Status Code RA
 - b. Collect refund with 8132 account
use Status Code RB
 - c. Establish refund with 8133 account
use Status Code RC
 - d. Collect refund with 8133 account
use Status Code RD
 - e. Establish refund with 8111 account
use Status Code RE
 - f. Collect refund with 8111 account
use Status Code RF
 - g. Establish refund with 8112 account
use Status Code RG
 - h. Collect refund with 8112 account
use Status Code RH
 - i. Establish allowance for loss on receivable for principal
use Status Code RI
 - j. Write off receivable for principal
use Status Code RJ
 - k. Establish allowance for loss on receivable for interest
use Status Code RK
 - l. Write off receivable for interest
use Status Code RL
 - m. Establish allowance for loss on receivable for penalties, admin charges
use Status Code RM
 - n. Write off receivable for penalties, admin charges
use Status Code RN